

# CITY OF MONTEREY PARK

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[www.montereypark.ca.gov](http://www.montereypark.ca.gov)



## Library Board of Trustees

### Members

David Barron  
Betty Morin  
Jason Dhing  
Gloria Guerrero  
Andrew Yam

### Staff Liaison

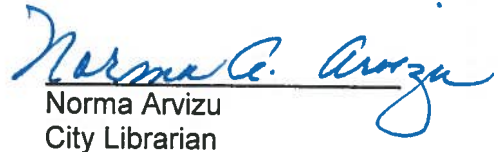
Norma Arvizu

## NOTICE OF MEETING CANCELLATION

The Library Board of Trustees of the City of Monterey Park

NOTICE IS HEREBY GIVEN that the regularly scheduled Library Board of Trustees Meeting of February 20, 2018 has been cancelled due to a lack of a quorum. The next regular Library Board of Trustees Meeting will be held on Tuesday, March 20, 2018 at 7:00 p.m. in the Friends Room, second floor, Monterey Park Bruggemeyer Library, located at 318 S. Ramona Avenue in the City of Monterey Park.

Dated this 12th day of February 2018.

  
Norma Arvizu  
City Librarian



# Library Board of Trustees Staff Report

DATE: February 20, 2018

AGENDA ITEM NO: 2

TO: Library Board of Trustees  
FROM: Norma Arvizu, City Librarian  
SUBJECT: Approval of Minutes

**RECOMMENDATION:**

It is recommended that the Library Board of Trustees:

1. Approve the minutes from the regular meeting of January 16, 2018; and
2. Take such additional, related, action that may be desirable.

**EXECUTIVE SUMMARY:**

None

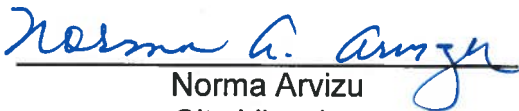
**BACKGROUND:**

None

**FISCAL IMPACT:**

None

Respectfully submitted by:

  
Norma Arvizu  
City Librarian

Prepared by:



Gwen Kishida  
Administrative Secretary

**ATTACHMENTS:**

1. January 16, 2018 regular meeting minutes

# **ATTACHMENT 1**

Minutes

Regular Meeting

January 16, 2018

**MINUTES  
MONTEREY PARK BRUGGEMEYER LIBRARY  
LIBRARY BOARD OF TRUSTEES  
Regular Meeting**

**January 16, 2018**

The Library Board of Trustees of the Monterey Park Bruggemeyer Library of the City of Monterey Park held a regular meeting of the Board in the Friends Room located at 318 S. Ramona Avenue in the City of Monterey Park on Tuesday, January 16, 2018 at 7:00 p.m.

**CALL TO ORDER:**

Trustee Barron called the meeting to order at 7:00 P.M.

**FLAG SALUTE:**

Trustee Morín led the Flag Salute.

**ROLL CALL:**

**BOARD MEMBERS PRESENT:**

David M. Barron, Betty Morín, Jason Dhing, Gloria Guerrero and Andrew Yam

**ALSO PRESENT:**

Norma Arvizu, City Librarian; Gwen Kishida, Administrative Secretary; Darren Braden, Young Adult Librarian

**AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION:**

It was decided to move up agenda item **#7 Teen/YA Subdivision 6002** to be addressed after agenda item **#1 Oral and Written Communications** for the convenience of the staff member making the presentation to the Library Board.

**PUBLIC COMMUNICATIONS:**

Lisa Duong stated that she was a tutor in the LAMP program and would soon start teaching one of the ESL classes. She is also a pre-med student at East Los Angeles College. She was attending the meeting because she was interested in serving as a member of the Library Board of Trustees.

**1. ORAL AND WRITTEN COMMUNICATIONS:**

None

**7. TEEN / YA SUBDIVISION 6002**

City Librarian Arvizu introduced Darren Braden, Young Adult (YA) Librarian, who has been with the library for eleven years.

Mr. Braden stated that as the Teen/YA Librarian, his main focus is on young adults but he also performs other tasks such as answering reference questions at the public desk and teaching computer classes to adults. He plans and supervises activities with teens including the Junior Friends, a group of volunteers aged 14 – 18 years of age. The Junior Friends sometimes assist him with planning and even presenting programs within and even outside of the library. This helps them develop life skills as interactions are personal and not just online/virtual. Librarian Braden keeps statistics on teen activities. He enjoys spending time with the

students as he finds supporting their efforts and seeing the teens grow and mature to be very rewarding. Most of the Junior Friends are from Monterey Park and many find their time in the library to be enjoyable and memorable enough that they return and visit even after they graduate from high school.

The YA sub-division also partners with community groups and City departments to provide information and assistance including educational and cultural workshops that benefit the teens as well as providing a library presence at City special events such as the Cherry Blossom Festival, Geranium Festival and Lunar New Year. Librarian Braden does outreach to the schools and encourages students to volunteer at the library or at these City events. He has spoken at volunteer fairs at Ramona Convent and career fairs at Mark Keppel High School and other schools. Librarian Braden noted that he sends flyers about library programs of interest to teens to carefully chosen classes at the schools. For example, he sends flyers to English classes as that is a requirement for all students but especially when he wants to promote author visits or college preparation workshops.

There is also a YA collection of books and materials of interest to teens including copies of textbooks used by the local high schools. This provides an additional resource for teens in their studies.

## **2. LIBRARY BOARD OF TRUSTEES MINUTES:**

Approve the minutes from the regular meeting of November 21, 2017

**Action Taken:** The Library Board of Trustees approved the minutes from the regular meeting of November 21, 2017.

MOTION:	Moved by Trustee Morin and seconded by Trustee Guerrero. Motion carried by the following vote:
AYE:	Trustees Barron, Morin and Guerrero
NO:	None
ABSTAIN:	Trustees Dhing and Yam (absent from the meeting on November 21, 2017)
ABSENT:	None

It was noted that the meeting scheduled for December 19, 2017 had been cancelled for lack of agenda items.

## **3. CONSENT AGENDA:**

- a. Receipt and Expenditure Report
- b. Trust and Agency Accounts Report
- c. Library Fines Report

**Action Taken:** The Library Board of Trustees approved the Consent Agenda.

MOTION: Moved by Trustee Dhing and seconded by Trustee Morín.  
Motion carried by the following vote:

AYE: Trustees Barron, Morín, Dhing, Guerrero and Yam  
NO: None  
ABSTAIN: None  
ABSENT: None

#### 4. CITY LIBRARIAN'S REPORT:

City Librarian Arvizu noted that the report on the presentation made on overdue fines at the California Library Association conference and discussion on this topic has been scheduled for the February meeting.

Trustee Dhing asked if the online workshops/classes taken by staff for their professional development could be made available to the Trustees as well if they were interested. He would like to view the webinar on dealing with patrons affected with mental illness. City Librarian Arvizu stated that the link to the California State Library video series is available and Trustees can view the series. However, some webinars are only available to staff.

Trustee Morín asked if a date had been set for the Mid-Year presentation to the City Council. City Librarian Arvizu stated that the presentation would take place at the City Council meeting on February 21.

Trustee Dhing congratulated Technical Services Senior Librarian Evena Shu for successfully applying for two grants and complimented her efforts. One of the grants is the *Libraries Illuminated* grant for \$23,600. Senior Librarian Shu successfully wrote and submitted the grant proposal. With the funds, the library plans to purchase 20 each Dell Laptops, Microsoft Office suites, Symantec Antivirus licenses and Faronics licenses. City Librarian Arvizu agreed that Senior Librarian Shu should be commended for her active pursuit of alternative funding sources, especially knowing that the library special tax will expire in April 2018 and thus with that loss of funding, such grants will be vital to allow the library to make necessary purchases of equipment and materials.

Trustee Morín asked if there was a timeline on recruitment for a permanent Literacy Program Administrator. City Librarian Arvizu reported that she had met with Human Resources on this matter. Jose Garcia has been the Acting Literacy Program Administrator for over a year now and according to Personnel regulations and the Miscellaneous Employees Unit's Memorandum of Understanding (MOU) the limit is 18 months. They are reassessing the qualifications requirements for the position in respect to the weight given to educational degrees and work-related experience.

City Librarian Arvizu reported that the Los Angeles County Registrar/Recorder Office, in preparation for trying to eliminate polling places by 2024, is conducting a pilot study investigating the potential of using libraries as locations for drop-off ballots. The Monterey Park Bruggemeyer Library is one of the libraries being considered. The library would have to be open to the public during all of the hours of voting, which it is not usually, but funding from the County would be provided for overtime for employees. Trustee Barron noted that

the Community Room at City Hall was used in a test program and had to have new telephone lines installed in order to communicate directly with the County. There might be construction needs for the library. He advised working with Public Works as well as the library's in-house technology staff. City Librarian Arvizu stated that they would discuss this further if the library is chosen as one of the potential sites.

The library will present a program on the Chinese Exclusion Act on Sunday, January 28 at 2:00 p.m. The Chinese American Citizens Alliance is co-sponsoring this program with the library. City Council member Peter Chan will be speaking.

There was an incident in the library on Thursday, January 11 featuring an altercation between two men in the International Area. Staff tried to intervene and calm the situation but eventually police had to be called in.

The Library Foundation will be hosting a High Tea at the Library on Saturday, February 3 from 2:00 – 4:00 p.m. The library will also have a booth at the Lunar New Year festival on Saturday, February 3 and Sunday, February 4. There is concern that Lunar New Year festival-goers will try to park in the library parking lot taking up spaces that should go to library patrons when the library is open or participants in the High Tea. Staff is working with Public Works and the Recreation and Community Services Departments to try to preempt this from becoming a problem.

The project to install mounted overhead projectors in the Friends Room, Computer Lab and both Classrooms is proceeding. A service agreement and contract has been reached with a company to install the equipment.

City Librarian Arvizu stated that the library is likely to receive a status quo budget for the upcoming fiscal year 2018/19, noting that there is a pledge of an additional \$140,000 from the City Council. However, this will not be enough to cover operating expenses for the year. Expenditures that used to be covered by Measure C funds will now have to be covered by the General Fund allocation. The library will have to make hard decisions due to the lack of funding.

The Library Foundation has agreed to purchase 14 replacement chairs for the Friends Room. City Librarian Arvizu is planning to request that the Library Board approve the purchase of new tables for the Friends Room from the Building trust account.

The library is planning Children's storytimes in both Mandarin and Spanish.

## **5. PRESIDENT'S REPORT:**

Trustee Barron stated that he had received an email from Yukio Kawaratani encouraging the library tax initiative to be placed on the ballot for voters again soon. Trustee Barron wants to discuss this at a future Library Board meeting. He also wanted to establish a sub-committee to discuss this issue and what the Trustees can and cannot do as members of an official City organization. It was decided that Trustee Dhing would participate with Trustee Yam as backup.

**UNFINISHED BUSINESS:**

**6. BY-LAWS OF THE LIBRARY BOARD OF TRUSTEES REVIEW:**

Trustee Barron stated that this review was intended to ensure that all Library Board members understood the By-Laws especially in regards to absences from meetings. Currently, there are no excused absences. After three absences in a calendar year, the Trustee will receive a warning letter. At the fourth absence, the Trustee's position will be considered vacant.

Discussion followed as to whether to accept excused absences and what would qualify. It was determined that an absence due to a death in the family or an illness that incapacitates a Trustee would be excused. Absences such as vacations, trips out of town or other commitments will not be excused. Only one excused absence will be accepted during a calendar year. After three unexcused absences, a Trustee will be sent a warning letter via certified mail. At the fourth unexcused absence, the Trustee will be removed from the Board.

**Action Taken:** The Library Board of Trustees approved revisions to the By-Laws including allowing for one excused absence during the calendar year and sending the warning letter after three unexcused absences via certified mail.

**MOTION:** Moved by Trustee Morin and seconded by Trustee Yam.  
Motion carried by the following vote:

**AYE:** Trustees Barron, Morin, Dhing, Guerrero and Yam  
**NO:** None  
**ABSTAIN:** None  
**ABSENT:** None

**8. MID-YEAR REPORT:**

City Librarian Arvizu presented the Mid-Year Report for Fiscal Year 2017/18 to the Library Board, noting that this report would be presented to the City Council at its meeting on February 21, 2018. City Librarian Arvizu also stated that she has been asked by the City Manager to present recommendations for the future of the library after the expiration of Measure C to prepare the City Council for the Fiscal Year 2018/19 budget hearings. She will present her recommendations to the Library Board as well.

**Action Taken:** The Library Board of Trustees received and filed the Mid-Year Report for Fiscal Year 2017/18.

**MOTION:** Moved by Trustee Guerrero and seconded by Trustee Dhing.  
Motion carried by the following vote:

**AYE:** Trustees Barron, Morin, Dhing, Guerrero and Yam  
**NO:** None  
**ABSTAIN:** None  
**ABSENT:** None



**9. STRATEGIC PLAN:**

City Librarian Arvizu presented an update on the progress made on the goals of the library's Strategic Plan. The next review will be in June when the current plan expires. Staff will create recommendations for a new plan including goals for the upcoming fiscal year.

Trustee Morín noted that the Strategic Plan includes goals for Children's but not Young Adult/Teen. City Librarian Arvizu stated that when the Strategic Plan was written, the focus was on Kindergarten through 6th grade. Specific goals for YA/Teen will be included in the next plan. Trustee Barron brought up hosting tours of the library again. City Librarian Arvizu stated that this can be included in the next plan as well.

**Action taken:** The Library Board of Trustees received and filed the update on the Strategic Plan.

**MOTION:** Moved by Trustee Morín and seconded by Trustee Dhing.  
Motion carried by the following vote:

<b>AYE:</b>	Trustees Barron, Morín, Dhing, Guerrero and Yam
<b>NO:</b>	None
<b>ABSTAIN:</b>	None
<b>ABSENT:</b>	None

**ANNOUNCEMENTS/COMMISSION COMMUNICATIONS:** None

**ADJOURNMENT:**

There being no further business for consideration, the meeting was adjourned at 8:55 p.m.

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**City Librarian**



## Library Board of Trustees Staff Report

DATE: February 20, 2018

AGENDA ITEM NO: 3

TO: Library Board of Trustees  
FROM: Norma Arvizu, City Librarian  
SUBJECT: Consent Agenda

### **RECOMMENDATION:**

It is recommended that the Library Board of Trustees:

1. Approve the financial reports and expenditures; and
2. Take such additional, related, action that may be desirable.

### **EXECUTIVE SUMMARY:**

Attached are the Receipt and Expenditures Report, the Trust and Agency Account Report and Library Fines Report for January 2018.

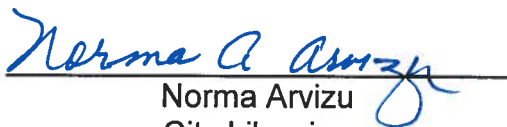
### **BACKGROUND:**

None

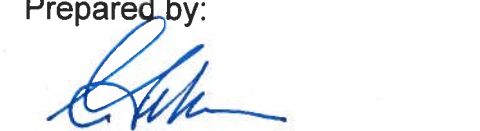
### **FISCAL IMPACT:**

None

Respectfully submitted by:

  
Norma Arvizu  
City Librarian

Prepared by:

  
Gwen Kishida  
Administrative Secretary

### **ATTACHMENTS:**

1. Receipt and Expenditures Report for January 2018
2. Trust and Agency Account Report for January 2018
3. Library Fines Report for January 2018

**ATTACHMENT 1**  
Receipt and Expenditure Report  
January 2018

## CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT  
FROM 01/01/2018 TO 01/31/2018

58.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6001 ADMINISTRATION

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	179,076.00-	13,807.36	103,475.12	0.00	75,600.88-	57.8 0010
11300 PART TIME SALARIES	39,240.00-	3,239.04	27,015.66	0.00	12,224.34-	68.8 0010
11500 SEPARATION BENEFITS	10,401.00-	866.75	6,067.25	0.00	4,333.75-	58.3 0010
12200 LIFE INSURANCE	359.00-	39.00	261.30	0.00	97.70-	72.8 0010
12300 MEDICAL INSURANCE	17,719.00-	1,352.26	11,439.58	0.00	6,279.42-	64.6 0010
12350 MEDICARE INSURANCE	2,578.00-	247.53	1,913.12	0.00	664.88-	74.2 0010
12370 PART TIME RETIREMENT	1,569.00-	97.02	832.31	0.00	736.69-	53.0 0012
12400 DENTAL INSURANCE	1,221.00-	101.68	813.44	0.00	407.56-	66.6 0010
12500 WORKERS COMPENSATION	3,073.00-	256.08	1,792.60	0.00	1,280.40-	58.3 0010
12600 RETIREMENT	51,010.00-	4,040.00	31,511.90	0.00	19,498.10-	61.8 0012
12900 LONG TERM DISABILITY	792.00-	66.00	528.00	0.00	264.00-	66.7 0010
12950 VISION PLAN	436.00-	36.32	290.56	0.00	145.44-	66.6 0010
Object 1000 Total	307,474.00-	24,149.04	185,940.84	0.00	121,533.16-	60.5
21250 OFFICE PAPER PRODUCTS	450.00-	0.00	98.30	0.00	351.70-	21.8 0010
21350 OTHER OFFICE SUPPLIES	5,500.00-	853.78	1,907.47	0.00	3,592.53-	34.7 0010
22150 CLEANING & SANITATION SUPPLIE	9,963.00-	2,047.26	5,528.16	0.00	4,434.84-	55.5 0010
Object 2000 Total	15,913.00-	2,901.04	7,533.93	0.00	8,379.07-	47.3
31700 DATA PROCESSING	10,224.00-	803.00	5,621.00	0.00	4,603.00-	55.0 0010
31700 DATA PROCESSING	10,864.00-	0.00	0.00	0.00	10,864.00-	0.0 0131
31950 OTHER PROFESSIONAL SERVICES	2,500.00-	0.00	0.00	0.00	2,500.00-	0.0 0010
32050 TELEPHONE	5,000.00-	140.27-	1,926.15	0.00	3,073.85-	38.5 0010
32150 TECHNOLOGY CHARGES	5,106.00-	425.50	2,978.50	0.00	2,127.50-	58.3 0010
32150 TECHNOLOGY CHARGES	5,678.00-	473.17	3,312.15	0.00	2,365.85-	58.3 0131
32200 POSTAGE	1,000.00-	130.03	539.51	0.00	460.49-	54.0 0010
33100 MILEAGE AND PARKING	1,500.00-	0.00	248.13	0.00	1,251.87-	16.5 0010
33200 CONFERENCES/SEMINARS	1,370.00-	250.00	282.00	0.00	1,088.00-	20.6 0010
36100 ELECTRICITY	97,000.00-	5,275.32	63,259.70	0.00	33,740.30-	65.2 0010
36100 ELECTRICITY	16,390.00-	719.36	8,626.31	0.00	7,763.69-	52.6 0131
36200 GAS SERVICE	7,160.00-	0.00	185.26	0.00	6,974.74-	2.6 0010
38100 REPAIRS & MTC BUILDINGS	11,178.00-	0.00	539.29	0.00	10,638.71-	4.8 0010
38400 R&M MACHINERY AND EQUIPMENT	11,520.00-	778.14	1,281.90	0.00	10,238.10-	11.1 0010
38400 R&M MACHINERY AND EQUIPMENT	3,000.00-	853.33	5,973.31	0.00	2,973.31	199.1 0131
39250 PRINTING & DUPLICATING	500.00-	0.00	43.80	0.00	456.20-	8.8 0010

CITY OF MONTEREY PARK  
EXPENDITURE SUMMARY REPORT BY OBJECT  
FROM 01/01/2018 TO 01/31/2018

58.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000  
DEPARTMENT : 6001 ADMINISTRATION

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE	% USED FUND
39300 DUES/MEMBERSHIPS	3,150.00-	0.00	150.00	0.00	3,000.00-	4.8 0010
Object 3000 Total	193,140.00-	9,567.58	94,967.01	0.00	98,172.99-	49.2
41100 SERVICES/OTHER GOVT. AGENCIES	3,000.00-	0.00	0.00	0.00	3,000.00-	0.0 0010
42200 LEASE PRINCIPAL PAYMENT	372,517.00-	0.00	184,500.88	0.00	188,016.12-	49.5 0131
42240 LOAN INTEREST	10,679.00-	0.00	7,096.44	0.00	3,582.56-	66.5 0131
Object 4000 Total	386,196.00-	0.00	191,597.32	0.00	194,598.68-	49.6
DEPARTMENT: 6001 TOTAL	902,723.00-	36,617.66	480,039.10	0.00	422,683.90-	53.2

CITY OF MONTEREY PARK  
EXPENDITURE SUMMARY REPORT BY OBJECT  
FROM 01/01/2018 TO 01/31/2018

58.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6002 REFERENCE AND ADULT SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	241,223.08-	18,065.55	134,698.51	0.00	106,524.57-	55.8 0010
11300 PART TIME SALARIES	0.00	0.00	1,430.40	0.00	1,430.40	0.00 0010
11300 PART TIME SALARIES	31,214.00-	370.56	10,763.04	0.00	20,450.96-	34.5 0131
11500 SEPARATION BENEFITS	14,446.00-	1,203.83	8,426.85	0.00	6,019.15-	58.3 0010
12200 LIFE INSURANCE	468.00-	78.00	390.00	0.00	78.00-	83.3 0010
12300 MEDICAL INSURANCE	33,569.00-	2,899.90	22,280.15	0.00	11,288.85-	66.4 0010
12350 MEDICARE INSURANCE	3,389.00-	251.94	2,012.36	0.00	1,376.64-	59.4 0010
12350 MEDICARE INSURANCE	0.00	5.37	64.01	0.00	64.01	0.00 0131
12370 PART TIME RETIREMENT	628.00-	0.00	311.13	0.00	316.87-	49.5 0012
12370 PART TIME RETIREMENT	1,248.00-	14.82	176.58	0.00	1,071.42-	14.2 0131
12400 DENTAL INSURANCE	2,130.00-	179.98	1,419.84	0.00	710.16-	66.7 0010
12500 WORKERS COMPENSATION	3,073.00-	256.08	1,792.60	0.00	1,280.40-	58.3 0010
12600 RETIREMENT	67,837.59-	4,988.05	38,620.82	0.00	29,216.77-	56.9 0012
12750 CITY 401 PLAN	0.00	100.00	125.00	0.00	125.00	0.00 0010
12900 LONG TERM DISABILITY	1,188.00-	99.00	792.00	0.00	396.00-	66.7 0010
12950 VISION PLAN	762.04-	74.46	437.04	0.00	325.00-	57.4 0010
Object 1000 Total	401,175.71-	28,587.54	223,740.33	0.00	177,435.38-	55.8
21350 OTHER OFFICE SUPPLIES	2,000.00-	65.07	564.35	0.00	1,435.65-	28.2 0010
22750 OTHER OPERATING SUPPLIES	0.00	0.00	213.66	0.00	213.66	0.00 0428
Object 2000 Total	2,000.00-	65.07	778.01	0.00	1,221.99-	38.9
31950 OTHER PROFESSIONAL SERVICES	0.00	370.46	3,470.46	0.00	3,470.46	0.00 0428
Object 3000 Total	0.00	370.46	3,470.46	0.00	3,470.46	0.00
40000 BOOKS & SUBSCRIPTIONS	31,000.00-	2,241.60	7,058.65	0.00	23,941.35-	22.8 0010
40500 LIBRARY DATABASES	5,000.00-	0.00	0.00	0.00	5,000.00-	0.0 0010
Object 4000 Total	36,000.00-	2,241.60	7,058.65	0.00	28,941.35-	19.6
DEPARTMENT: 6002 TOTAL	439,175.71-	31,264.67	235,047.45	0.00	204,128.26-	53.5

CITY OF MONTEREY PARK  
EXPENDITURE SUMMARY REPORT BY OBJECT  
FROM 01/01/2018 TO 01/31/2018

58.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6003 TECHNICAL SERVICES

OBJECT DESCRIPTION	-----EXPENDITURE-----			UNENCUMBERED	
	APPROPRIATION	PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE % USED FUND
11200 PERMANENT SALARIES	264,506.93-	20,148.94	149,930.34	0.00	114,576.59- 56.7 0010
11300 PART TIME SALARIES	16,640.00-	650.97	2,379.00	0.00	14,261.00- 14.3 0010
11400 OVERTIME SALARIES	0.00	0.00	121.79	0.00	121.79 0.00 0010
11500 SEPARATION BENEFITS	19,646.00-	1,637.17	11,460.15	0.00	8,185.85- 58.3 0010
12200 LIFE INSURANCE	624.00-	104.00	520.00	0.00	104.00- 83.3 0010
12300 MEDICAL INSURANCE	42,981.00-	3,718.05	28,910.38	0.00	14,070.62- 67.3 0010
12350 MEDICARE INSURANCE	3,704.00-	294.80	2,214.30	0.00	1,489.70- 59.8 0010
12370 PART TIME RETIREMENT	666.00-	26.03	95.17	0.00	570.83- 14.3 0012
12400 DENTAL INSURANCE	2,740.00-	230.82	1,826.56	0.00	913.44- 66.7 0010
12500 WORKERS COMPENSATION	4,286.00-	357.17	2,500.15	0.00	1,785.85- 58.3 0010
12600 RETIREMENT	74,135.82-	5,566.70	42,999.79	0.00	31,136.03- 58.0 0012
12750 CITY 401 PLAN	0.00	100.00	150.00	0.00	150.00 0.00 0010
12900 LONG TERM DISABILITY	1,584.00-	132.00	1,056.00	0.00	528.00- 66.7 0010
12950 VISION PLAN	869.70-	88.92	486.06	0.00	383.64- 55.9 0010
Object 1000 Total	432,383.45-	33,055.57	244,649.69	0.00	187,733.76- 56.6
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	7,200.00-	149.43	3,463.71	0.00	3,736.29- 48.1 0010
Object 2000 Total	7,200.00-	149.43	3,463.71	0.00	3,736.29- 48.1
31700 DATA PROCESSING	6,000.00-	2,213.52	6,073.80	0.00	73.80 101.2 0010
31700 DATA PROCESSING	6,834.00-	0.00	0.00	0.00	6,834.00- 0.0 0131
38400 R&M MACHINERY AND EQUIPMENT	84,850.00-	2,148.70	36,036.03	39,445.92	9,368.05- 89.0 0010
38400 R&M MACHINERY AND EQUIPMENT	23,066.00-	0.00	0.00	0.00	23,066.00- 0.0 0532
39250 PRINTING & DUPLICATING	950.00-	0.00	0.00	0.00	950.00- 0.0 0010
Object 3000 Total	121,700.00-	4,362.22	42,109.83	39,445.92	40,144.25- 67.0
DEPARTMENT: 6003 TOTAL	561,283.45-	37,567.22	290,223.23	39,445.92	231,614.30- 58.7

CITY OF MONTEREY PARK  
EXPENDITURE SUMMARY REPORT BY OBJECT  
FROM 01/01/2018 TO 01/31/2018

58.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000  
DEPARTMENT : 6004 CIRCULATION

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE			BALANCE	% USED FUND
11200 PERMANENT SALARIES	208,605.00-	17,059.39	126,446.11		0.00	82,158.89-	60.6 0010
11300 PART TIME SALARIES	48,878.00-	3,078.75	28,074.20		0.00	20,803.80-	57.4 0010
11300 PART TIME SALARIES	31,152.00-	2,942.58	19,951.19		0.00	11,200.81-	64.0 0131
11400 OVERTIME SALARIES	0.00	0.00	283.79		0.00	283.79	0.00 0010
11500 SEPARATION BENEFITS	17,797.00-	1,483.08	10,381.60		0.00	7,415.40-	58.3 0010
12200 LIFE INSURANCE	624.00-	104.00	520.00		0.00	104.00-	83.3 0010
12300 MEDICAL INSURANCE	43,704.00-	3,829.04	29,072.02		0.00	14,631.98-	66.5 0010
12350 MEDICARE INSURANCE	2,933.00-	296.76	2,320.08		0.00	612.92-	79.1 0010
12350 MEDICARE INSURANCE	0.00	42.69	199.77		0.00	199.77	0.00 0131
12370 PART TIME RETIREMENT	0.00	123.18	565.50		0.00	565.50	0.00 0012
12370 PART TIME RETIREMENT	4,000.00-	117.70	1,355.61		0.00	2,644.39-	33.9 0131
12400 DENTAL INSURANCE	2,031.00-	169.18	1,353.44		0.00	677.56-	66.6 0010
12500 WORKERS COMPENSATION	5,420.00-	451.67	3,161.65		0.00	2,258.35-	58.3 0010
12600 RETIREMENT	58,591.04-	4,716.30	36,288.32		0.00	22,302.72-	61.9 0012
12750 CITY 401 PLAN	0.00	150.00	225.00		0.00	225.00	0.00 0010
12900 LONG TERM DISABILITY	1,584.00-	132.00	1,056.00		0.00	528.00-	66.7 0010
12950 VISION PLAN	753.66-	82.28	423.58		0.00	330.08-	56.2 0010
Object 1000 Total	426,072.70-	34,778.60	261,677.86		0.00	164,394.84-	61.4
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	3,020.00-	20.79	129.22		0.00	2,890.78-	4.3 0010
Object 2000 Total	3,020.00-	20.79	129.22		0.00	2,890.78-	4.3
38400 R&M MACHINERY AND EQUIPMENT	4,900.00-	0.00	0.00		0.00	4,900.00-	0.0 0010
39250 PRINTING & DUPLICATING	250.00-	0.00	0.00		0.00	250.00-	0.0 0010
Object 3000 Total	5,150.00-	0.00	0.00		0.00	5,150.00-	0.0
DEPARTMENT: 6004 TOTAL	434,242.70-	34,799.39	261,807.08		0.00	172,435.62-	60.3



## CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT  
FROM 01/01/2018 TO 01/31/2018

58.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6005 LITERACY

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	72,092.00-	5,592.93	41,272.79	0.00	30,819.21-	57.3 0010
11200 PERMANENT SALARIES	29,846.00-	0.00	2,719.50	0.00	27,126.50-	9.1 0142
11200 PERMANENT SALARIES	12,791.00-	0.00	0.00	0.00	12,791.00-	0.0 0163
11300 PART TIME SALARIES	20,905.00-	2,140.16	15,031.75	0.00	5,873.25-	71.9 0142
11300 PART TIME SALARIES	12,692.00-	651.99	4,982.41	0.00	7,709.59-	39.3 0163
11300 PART TIME SALARIES	14,178.00-	204.60	362.47	0.00	13,815.53-	2.6 0445
11300 PART TIME SALARIES	14,000.00-	637.98	5,358.05	0.00	8,641.95-	38.3 0454
11400 OVERTIME SALARIES	0.00	0.00	19.70	0.00	19.70	0.00 0010
11500 SEPARATION BENEFITS	3,583.00-	298.58	2,090.10	0.00	1,492.90-	58.3 0010
11500 SEPARATION BENEFITS	4,247.00-	353.92	2,477.40	0.00	1,769.60-	58.3 0142
12200 LIFE INSURANCE	156.00-	26.00	130.00	0.00	26.00-	83.3 0010
12200 LIFE INSURANCE	110.00-	0.00	0.00	0.00	110.00-	0.0 0142
12200 LIFE INSURANCE	47.00-	0.00	0.00	0.00	47.00-	0.0 0163
12300 MEDICAL INSURANCE	12,269.00-	1,127.40	8,494.20	0.00	3,774.80-	69.2 0010
12300 MEDICAL INSURANCE	8,988.00-	0.00	0.00	0.00	8,988.00-	0.0 0142
12300 MEDICAL INSURANCE	3,852.00-	0.00	0.00	0.00	3,852.00-	0.0 0163
12350 MEDICARE INSURANCE	1,020.00-	83.32	568.02	0.00	451.98-	55.7 0010
12350 MEDICARE INSURANCE	433.00-	31.04	257.34	0.00	175.66-	59.4 0142
12350 MEDICARE INSURANCE	186.00-	9.45	103.97	0.00	82.03-	55.9 0163
12350 MEDICARE INSURANCE	0.00	2.97	5.26	0.00	5.26	0.00 0445
12350 MEDICARE INSURANCE	0.00	9.24	45.96	0.00	45.96	0.00 0454
12370 PART TIME RETIREMENT	0.00	8.19	14.51	0.00	14.51	0.00 0012
12370 PART TIME RETIREMENT	741.00-	60.85	465.00	0.00	276.00-	62.8 0142
12370 PART TIME RETIREMENT	421.00-	26.08	199.32	0.00	221.68-	47.3 0163
12400 DENTAL INSURANCE	590.00-	49.14	393.12	0.00	196.88-	66.6 0010
12400 DENTAL INSURANCE	21.00-	0.00	0.00	0.00	21.00-	0.0 0142
12400 DENTAL INSURANCE	9.00-	0.00	0.00	0.00	9.00-	0.0 0163
12500 WORKERS COMPENSATION	1,618.00-	134.83	943.85	0.00	674.15-	58.3 0010
12600 RETIREMENT	20,716.20-	1,723.71	13,414.21	0.00	7,301.99-	64.8 0012
12600 RETIREMENT	11,460.00-	177.42	1,800.35	0.00	9,659.65-	15.7 0142
12600 RETIREMENT	4,912.00-	0.00	0.00	0.00	4,912.00-	0.0 0163
12900 LONG TERM DISABILITY	396.00-	33.00	264.00	0.00	132.00-	66.7 0010
12900 LONG TERM DISABILITY	278.00-	0.00	0.00	0.00	278.00-	0.0 0142
12900 LONG TERM DISABILITY	119.00-	0.00	0.00	0.00	119.00-	0.0 0163
12950 VISION PLAN	139.00-	11.53	92.24	0.00	46.76-	66.4 0010

CITY OF MONTEREY PARK  
EXPENDITURE SUMMARY REPORT BY OBJECT  
FROM 01/01/2018 TO 01/31/2018

58.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000  
DEPARTMENT : 6005 LITERACY

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
12950 VISION PLAN	135.00-	0.00	0.00	0.00	135.00-	0.0 0142
12950 VISION PLAN	58.00-	0.00	0.00	0.00	58.00-	0.0 0163
Object 1000 Total	253,008.20-	13,394.33	101,505.52	0.00	151,502.68-	40.1
21350 OTHER OFFICE SUPPLIES	2,500.00-	0.00	1,272.49	0.00	1,227.51-	50.9 0445
21350 OTHER OFFICE SUPPLIES	2,500.00-	0.00	0.00	0.00	2,500.00-	0.0 0454
Object 2000 Total	5,000.00-	0.00	1,272.49	0.00	3,727.51-	25.4
31950 OTHER PROFESSIONAL SERVICES	1,500.00-	0.00	262.00	0.00	1,238.00-	17.5 0445
32200 POSTAGE	2,000.00-	0.00	0.00	0.00	2,000.00-	0.0 0454
38400 R&M MACHINERY AND EQUIPMENT	2,800.00-	0.00	0.00	0.00	2,800.00-	0.0 0445
39250 PRINTING & DUPLICATING	250.00-	0.00	37.15	0.00	212.85-	14.9 0445
39300 DUES/MEMBERSHIPS	2,500.00-	0.00	32.00	0.00	2,468.00-	1.3 0445
Object 3000 Total	9,050.00-	0.00	331.15	0.00	8,718.85-	3.7
40000 BOOKS & SUBSCRIPTIONS	784.00-	0.00	0.00	0.00	784.00-	0.0 0142
40000 BOOKS & SUBSCRIPTIONS	6,500.00-	0.00	2,848.19	0.00	3,651.81-	43.8 0445
40500 LIBRARY DATABASES	1,950.00-	0.00	0.00	0.00	1,950.00-	0.0 0445
Object 4000 Total	9,234.00-	0.00	2,848.19	0.00	6,385.81-	30.8
DEPARTMENT: 6005 TOTAL	276,292.20-	13,394.33	105,957.35	0.00	170,334.85-	38.4

CITY OF MONTEREY PARK  
EXPENDITURE SUMMARY REPORT BY OBJECT  
FROM 01/01/2018 TO 01/31/2018

58.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000  
DEPARTMENT : 6006 CHILDREN'S SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	187,256.08-	14,289.23	105,857.39	0.00	81,398.69-	56.5 0010
11300 PART TIME SALARIES	25,100.00-	727.13	7,651.50	0.00	17,448.50-	30.5 0131
11500 SEPARATION BENEFITS	10,690.00-	890.83	6,235.85	0.00	4,454.15-	58.3 0010
12200 LIFE INSURANCE	468.00-	78.00	390.00	0.00	78.00-	83.3 0010
12300 MEDICAL INSURANCE	22,692.00-	1,905.89	15,172.47	0.00	7,519.53-	66.9 0010
12350 MEDICARE INSURANCE	2,627.00-	207.20	1,591.97	0.00	1,035.03-	60.6 0010
12350 MEDICARE INSURANCE	0.00	10.54	58.30	0.00	58.30	0.00 0131
12370 PART TIME RETIREMENT	1,605.00-	29.09	306.09	0.00	1,298.91-	19.1 0131
12400 DENTAL INSURANCE	1,141.00-	87.56	700.48	0.00	440.52-	61.4 0010
12500 WORKERS COMPENSATION	3,154.00-	262.83	1,839.85	0.00	1,314.15-	58.3 0010
12600 RETIREMENT	52,687.72-	3,948.64	30,367.08	0.00	22,320.64-	57.6 0012
12750 CITY 401 PLAN	0.00	150.00	225.00	0.00	225.00	0.00 0010
12900 LONG TERM DISABILITY	1,188.00-	99.00	792.00	0.00	396.00-	66.7 0010
12950 VISION PLAN	620.08-	54.48	311.76	0.00	308.32-	50.3 0010
Object 1000 Total	309,228.88-	22,740.42	171,499.74	0.00	137,729.14-	55.5
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	6,500.00-	111.17	1,449.14	0.00	5,050.86-	22.3 0010
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	1,000.00-	0.00	47.55	0.00	952.45-	4.8 0131
Object 2000 Total	7,500.00-	111.17	1,496.69	0.00	6,003.31-	20.0
39250 PRINTING & DUPLICATING	250.00-	0.00	0.00	0.00	250.00-	0.0 0010
Object 3000 Total	250.00-	0.00	0.00	0.00	250.00-	0.0
40000 BOOKS & SUBSCRIPTIONS	15,000.00-	1,073.01	1,073.01	0.00	13,926.99-	7.2 0010
40000 BOOKS & SUBSCRIPTIONS	9,763.00-	1,858.61	5,881.69	0.00	3,881.31-	60.2 0131
40000 BOOKS & SUBSCRIPTIONS	7,500.00-	0.00	7,472.99	0.00	27.01-	99.6 0530
40500 LIBRARY DATABASES	625.00-	0.00	0.00	0.00	625.00-	0.0 0131
Object 4000 Total	32,888.00-	2,931.62	14,427.69	0.00	18,460.31-	43.9
DEPARTMENT: 6006 TOTAL	349,866.88-	25,783.21	187,424.12	0.00	162,442.76-	53.6
DEPT SERIES: 6000 TOTAL	2,963,583.94-	179,426.48	1,560,498.33	39,445.92	1,363,639.69-	54.0

CITY OF MONTEREY PARK  
EXPENDITURE SUMMARY REPORT BY OBJECT  
FROM 01/01/2018 TO 01/31/2018

	\$2,963,583.94-	\$179,426.48	\$1,560,498.33	\$39,445.92	\$1,363,639.69-	54.0	58.3% YEAR COMPLETE
REPORT TOTALS							

CITY OF MONTEREY PARK  
EXPENDITURE SUMMARY REPORT BY OBJECT  
FROM 01/01/2018 TO 01/31/2018  
OBJECT CATEGORY SUMMARY

58.3% YEAR COMPLETE

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		UNENCUMBERED	BALANCE	% USED
		PERIOD TO DATE	YEAR TO DATE			
1000 SALARY & BENEFITS	2,129,342.94-	156,705.50	1,189,013.98	0.00	940,328.96-	55.8
2000 OPERATION EXPENDITURES	40,633.00-	3,247.50	14,674.05	0.00	25,958.95-	36.1
3000 PROFESSIONAL EXPENDITURES	329,290.00-	14,300.26	140,878.45	39,445.92	148,965.63-	54.8
4000 OTHER OVERHEAD	464,318.00-	5,173.22	215,931.85	0.00	248,386.15-	46.5
<b>TOTALS</b>	<b>\$2,963,583.94-</b>	<b>\$179,426.48</b>	<b>\$1,560,498.33</b>	<b>\$39,445.92</b>	<b>\$1,363,639.69-</b>	<b>54.0</b>

CITY OF MONTEREY PARK  
EXPENDITURE SUMMARY REPORT BY OBJECT  
FROM 01/01/2018 TO 01/31/2018  
FUND SUMMARY

58.3% YEAR COMPLETE

FUND	DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			ENCUMBERED	UNENCUMBERED	
			PERIOD TO DATE	YEAR TO DATE	YEAR TO DATE		BALANCE	% USED
0010	GENERAL FUND	1,909,794.57-	141,347.55	1,060,095.45		39,445.92	810,253.20-	57.6
0012	RETIREMENT FUND	327,841.37-	25,237.82	195,020.74		0.00	132,820.63-	59.5
0131	LIBRARY TAX FUND	531,669.00-	8,164.95	255,964.42		0.00	275,704.58-	48.1
0142	EL CIVIC EDUCATION GRANT	77,948.00-	2,763.39	22,751.34		0.00	55,196.66-	29.2
0163	CAL LIBRARY LITERACY SVC GRAN	35,087.00-	687.52	5,285.70		0.00	29,801.30-	15.1
0428	CA COUNCIL FOR THE HUMANITIES	0.00	370.46	3,684.12		0.00	3,684.12	0.00
0445	LITERACY TRUST GRANT	32,178.00-	207.57	4,819.56		0.00	27,358.44-	15.0
0454	LIBRARY PASSPORT TRUST GRANT	18,500.00-	647.22	5,404.01		0.00	13,095.99-	29.2
0530	LIBRARY BILINGUAL BOOKS GRANT	7,500.00-	0.00	7,472.99		0.00	27.01-	99.6
0532	LIBRARIES ILLUMINATED GRANT	23,066.00-	0.00	0.00		0.00	23,066.00-	0.0
<b>TOTALS</b>		<b>\$2,963,583.94-</b>	<b>\$179,426.48</b>	<b>\$1,560,498.33</b>		<b>\$39,445.92</b>	<b>\$1,363,639.69-</b>	<b>54.0</b>

**ATTACHMENT 2**  
Trust and Agency Account Report  
January 2018

**CITY OF MONTEREY PARK  
INTEROFFICE MEMO**

**DATE:** January 31, 2018

**TO:** Library Board of Trustees  
**FROM:** Norma Arvizu, City Librarian  
**SUBJECT:** Balances in Library Trust and Agency Accounts as of January 31, 2018

**General Donations (0075 450 0075 08250)**

Beginning Balance	\$ 813.44
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 813.44</u>

**Library Automation and Water Bill Donation (0075 450 0075 08260)**

Beginning Balance	\$ 19,018.97
Deposits (Water Bill Donation: 1/31/18)	308.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 19,326.97</u>

**Literacy Program (0075 450 0075 08270)**

Beginning Balance	\$ 64,656.36
Deposits	2,000.00
Disbursements (Fingerprint processing for volunteers)	(160.00)
(Printer cartridge: Office Depot)	(65.69)
(Printer cartridge: Office Depot)	(140.29)
Total Ending Balance	<u>\$ 66,290.38</u>

**RESTRICTED ACCOUNTS:**

Funds may be used at the discretion of the Board of Trustees for any item which would benefit the Library. This account includes the former trust accounts Bruggemeyer Memorial Library, Francisco Alonso Trust, Edgar Cohn Memorial Lecture Series and Rita Valenzuela Trust. Please note that the total comprising Rita Valenzuela's portion of this account remains at \$7,104.50.

**Library Trust Accounts (0075 450 0075 08230)**

Beginning Balance	\$ 10,313.31
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 10,313.31</u>

**TOTAL REGULAR TRUST ACCOUNT BALANCES:** **\$ 96,744.10**



**Library Building Trust Fund (0075 450 0075 08320)**

Beginning Balance	\$ 90,457.90
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<b><u>\$ 90,457.90</u></b>

**Passport Services (0075 450 0075 08325)**

Beginning Balance	\$ 57,573.29
Deposits	(Passport fees) 745.00
	(Passport fees) 730.00
	(Passport fees) 630.00
	(Passport fees) 900.00
Disbursements	(Postage) (66.50)
	(Postage) (19.95)
	(Transfer trust revenue into budget) (18,500.00)
Total Ending Balance	<b><u>\$ 41,991.84</u></b>

**GRAND TOTAL OF ALL TRUST ACCOUNT BALANCES:**

**\$ 229,193.84**

Interest income is recorded quarterly.

Measure C Funds:	FY 1998-99	\$460,964.15
	FY 1999-00	\$475,133.42
	FY 2000-01	\$483,445.07
	FY 2001-02	\$484,517.08
	FY 2002-03	\$488,958.14
	FY 2003-04	\$489,850.34
	FY 2004-05	\$489,667.94
	FY 2005-06	\$493,814.82
	FY 2006-07	\$498,769.00
	FY 2007-08	\$545,119.77
	FY 2008-09	\$489,932.81
	FY 2009-10	\$498,584.78
	FY 2010-11	\$497,574.18
	FY 2011-12	\$501,685.47
	FY 2012-13	\$497,160.01
	FY 2013-14	\$504,245.97
	FY 2014-15	\$505,443.00 (including interest earned of \$456)
	FY 2015-16	\$505,380 (estimated)
	FY 2016-17	\$535,366 (estimated)

**ATTACHMENT 3**  
**Library Fines Report**  
**January 2018**

## CITY OF MONTEREY PARK

## YTD INQUIRY

From: 01/01/2018 To: 01/31/2018

BEGIN DATE: 01/01/2018

END DATE: 01/31/2018

ACCOUNT: 0010701001007410

DESCRIPTION:

ACCOUNT	PROJECT	DESCRIPTION	DATE	REFERENCE 1 REFERENCE 3 REFERENCE 4	REFERENCE 2	AMOUNT
0010-701-0010-07410		FINE	01/04/2018	CR 299146	128969	132.98-
0010-701-0010-07410		FINE	01/04/2018	CR 299148	128970	42.25-
0010-701-0010-07410		FINE	01/04/2018	CR 299160	129000	71.50-
0010-701-0010-07410		FINES	01/05/2018	CR 299175	80410	127.29-
0010-701-0010-07410		FINES	01/09/2018	CR 299213	80535	3.25-
0010-701-0010-07410		FINES	01/09/2018	CR 299214	80534	153.49-
0010-701-0010-07410		FINES	01/09/2018	CR 299215	80533	47.25-
0010-701-0010-07410		FINES	01/10/2018	CR 299229	129119	75.96-
0010-701-0010-07410		FINE	01/11/2018	CR 299249	129233	103.67-
0010-701-0010-07410		FINE	01/11/2018	CR 299257	129287	89.00-
0010-701-0010-07410		FINES	01/12/2018	CR 299265	129373	64.06-
0010-701-0010-07410		FINES	01/17/2018	CR 299319	129555	14.70-
0010-701-0010-07410		FINE	01/17/2018	CR 299324	129606	158.12-
0010-701-0010-07410		FINES	01/19/2018	CR 299362	80962	51.19-
0010-701-0010-07410		FINES	01/19/2018	CR 299365	81063	86.50-
0010-701-0010-07410		FINES	01/23/2018	CR 299416	129922	19.00-
0010-701-0010-07410		FINES	01/23/2018	CR 299417	129921	8.75-
0010-701-0010-07410		FINES	01/24/2018	CR 299442	129966	62.25-
0010-701-0010-07410		FINES	01/24/2018	CR 299444	129969	88.50-
0010-701-0010-07410		FINES	01/25/2018	CR 299486	130070	39.25-
0010-701-0010-07410		FINES	01/25/2018	CR 299490	130106	91.75-
0010-701-0010-07410		FINES	01/26/2018	CR 299602	130228	64.00-
0010-701-0010-07410		FINES	01/29/2018	CR 299643	130336	42.15-
0010-701-0010-07410		FINES	01/30/2018	CR 299649	130338	1.75-
0010-701-0010-07410		FINES	01/30/2018	CR 299650	130339	27.53-
0010-701-0010-07410		FINES	01/30/2018	CR 299693	130440	52.98-
0010-701-0010-07410		FINES	01/31/2018	CR 299715	130505	30.75-

CITY OF MONTEREY PARK

YTD INQUIRY

From: 01/01/2018 To: 01/31/2018

DESCRIPTION:

ACCOUNT: 0010701001007410

END DATE: 01/31/2018

BEGIN DATE: 01/01/2018

ACCOUNT	PROJECT	DESCRIPTION	DATE	REFERENCE 1	REFERENCE 2	REFERENCE 3	REFERENCE 4	AMOUNT
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REPORT TOTAL \$1,749.87-

Previous balance 07/01/2017 - 12/31/2017 = \$ 7,721.31  
 Month to date 01/01/2018 - 01/31/2018 = \$ 1,749.87  
 Fiscal Year to date 07/01/2017 - 01/31/2018 = \$ 9,471.18



# Library Board of Trustees Staff Report

DATE: February 20, 2018

AGENDA ITEM NO: 4

TO: Library Board of Trustees  
FROM: Norma Arvizu, City Librarian  
SUBJECT: City Librarian's Report

**RECOMMENDATION:**

It is recommended that the Library Board of Trustees:

1. Receive and file this report; and
2. Take such additional, related, action that may be desirable.

**EXECUTIVE SUMMARY:**

None


**BACKGROUND:**

None

**FISCAL IMPACT:**

None

Respectfully submitted by:

  
\_\_\_\_\_  
Norma Arvizu  
City Librarian

Prepared by:

  
\_\_\_\_\_  
Gwen Kishida  
Administrative Secretary

**ATTACHMENTS:**

1. City Librarian's Report

**ATTACHMENT 1**  
City Librarian's Report

**TO: The Board of Trustees of the Monterey Park Bruggemeyer Library**  
**FROM: Norma Arvizu, City Librarian**  
**SUBJECT: February 2018 Report**

Dear Library Board of Trustees:

As we move into the second month of the 2018 New Year, the library moves into a new and challenging mode of action in response to the long anticipated preparation of the 2018/19 Fiscal Year Budget without the parcel tax. This has been a looming frontier that will weigh on the future planning of operational infrastructure expenditures needed to ensure the library remains at a level of optimal operations with the drastic change of being funded (with the exception of grants) solely from the City's General Fund. Massive planning will be needed to make the transition smoothly into a new budget that has a substantial increase in retirement contributions along with rising cost in salaries and employee benefits.

With the requirement to keep core digital infrastructure always at a current level of technology, further evaluations on technical tools needed for upgrades to our existing equipment will be key in budgetary expenditures as well as on the ability to keep necessary funding for part time staffing and updates to the library collection.

The library management staff will continue to meet with the City Librarian weekly to discuss their library division's objectives and determine whether the available appropriated funding will keep them on track to meet those objectives. Technology will now become a catalyst in providing digital services on-site and remotely if possible to ease with any budgetary reductions that might reduce public customer services.

Currently, the library has been fortunate to have talented members serving on the Friends of the Library and Library Foundation who have demonstrated a talent for securing monetary support with their interactions out in the community. The successful High Tea Event on February 3, sponsored by the Foundation from an innovative idea by Trustee Dhing, was an example of securing funding while entertaining guests within the library setting that provided a unique environment. The Friends of the Library also hit record high monthly revenue generating over \$1,000 in sales in its bookstore this past month which shows the commitment to support the library by raising funds.

The library staff continues to demonstrate talent as well each month with their presentations both on-site and off-site to promote the library to our community. During the Lunar New Year Festival on Garvey Avenue, our YA Librarian along with the Junior Friends brought outreach and information on the library services to the community. With librarians visiting schools, senior centers and city events, staff continues to saturate the community with library program awareness thus bringing a continuous visibility factor to our residents. This effort will help maintain the significance of the library in the community and resonate the message of how vital libraries are to its residents.

Sincerely,  
Norma Arvizu, City Librarian

## EMPLOYEE OF THE MONTH

The library instituted an Employee of the Month program in April 2010 wherein staff members nominate others for recognition of outstanding performance. Children's Senior Librarian Diana Garcia was selected as the Employee of the Month for February 2018.



Circulation Services Supervisor Julie Villanueva nominated Diana, stating:

*Besides being on top of the mends for the Children's Department, weeding, ordering and all those other jobs of a Senior Librarian which I recognize is part of her job, her efforts in outreach to the community including schools and home schooling parents and innovative programming earned her recognition by the East Los Angeles-Montebello Business and Professional Women's Club as the 2018 Young Careerist.*

Congratulations to Diana!



### Staffing

Kieu Truong was hired as a part-time Library Page in LAMP working primarily weekends – both Saturday and Sunday. Kieu is employed full-time as a scientist. She is fluent in Vietnamese, Cantonese and can speak conversational Mandarin so she will be very helpful.

Dorothy Inouye, who first volunteered and then worked as a part-time Circulation Library Page for over 21 years, retired in January. Dorothy's dedication and generosity of spirit will be missed.



### Training/Workshops/Classes

A workshop at the recent California Library Association conference was *Free Your Fines and the Rest Will Follow*. The discussion involved three libraries who have discontinued charging



overdue fines with various methods and the results they have had. This conference became available as a posted video and all **Circulation Library Clerks** are being asked to view it.

The California State Library in partnership with Los Angeles County Library offered via YouTube an eight-part video series that addressed different aspects of library patrons affected by mental illness and suggestions as to how library staff should interact with patrons. These 5-10 minute videos continue to be viewed by all **Circulation Library Clerks**.

**Angelica Marquez, Hannah Chin, Jay Delgado and Gloria Nguyen, Part Time Library Clerks**, completed the Passport Acceptance Agent Training for Existing Agents Recertification this month. In order for our facility to continue to accept passport applications, all agents must recertify yearly. **Acting Literacy Program Administrator Jose Garcia** completed the recertification training last month.



### ***Outreach/Meetings/Conferences***

**City Librarian Norma Arvizu** met with Human Resources Director Tom Cody on January 16 to discuss the job specifications changes to the Literacy Program Administrator position before it is presented to the Personnel Board in March.

On January 25, City Librarian Arvizu attended the CalPERS Actuarial Valuation and Analysis meeting and discussion presented by the City in the Council Chambers.

Children's Senior Librarian Diana Garcia attended the Kiwanis Club of Monterey Park's weekly meeting on January 24 to discuss the Children's Services' Starling project and invite members to attend the Library Foundation's High Tea event on February 3. Kiwanis is considering supporting the purchase of Starlings for the Library.





Also on January 24, Diana addressed the East Los Angeles- Montebello Federation of Business and Professional Women where she received the 2018 Young Careerist award from the organization. Diana delivered a speech about her professional life and the importance of public libraries in the community.

On January 25, Diana attended the Orange County Summer Reading Performers Showcase in order to preview potential entertainers for the library's 2018 Summer Reading Program.

## ADMINISTRATION

On the afternoon of Saturday, February 3, instead of the usual mix of adults reading newspapers, using computers or increasing their literacy, students researching for school and children enjoying books and creative play, the library was visited by 85 stylish women in fashionable dresses and fancy hats and handsome men in equally fine-looking apparel for the Library Foundation's inaugural High Tea.



Because of his fondness for afternoon teas, Library Board of Trustees member Jason Ding had proposed hosting a High Tea in the library. The Library Foundation, wishing to expand their array of fundraising events to attract a more diverse patronage, eagerly embraced the challenge. The Foundation purchased three-tier servers for the tea sandwiches, scones and other items on the menu – these servers will be available for use in the library for future events as well. They contracted with a local caterer to provide the sweet and savory delicacies, variety of teas and spa water. The caterer also decorated with country chic touches and provided attentive wait service.





Library staff moved tables and chairs to the area on the first floor next to the bank of windows to create a cozy grouping. The Mark Keppel High School String Ensemble and the Alhambra High School Jazz Band provided instrumental entertainment which was greatly enjoyed by those in attendance.





High Tea participants gathered at tables to enjoy the food, entertainment and each other's company. Among those attending included Library Board members Jason Dhing, David Barron, Betty Morin and Andrew Yam (who also roamed the event serving as a volunteer photographer for the event, which is why he is not visible in any of these photos!); Library Foundation members Bob Gin, Theresa Amador, Dolores Rillos, Carol Sullivan, Mary Ann Garcia-Barlow and Alicia Martinez; Mayor Stephen Lam and City Council members Peter Chan and Hans Liang; and Library staff Norma Arvizu, Gwen Kishida, Diana Garcia, Evena Shu and Jose Garcia (who also took photos).



Response from those who attended was extremely positive – guests said that they had a wonderful time and were looking forward to next year! Congratulations to Trustee Dhing and the Library Foundation!





**50% OFF**

**WAS \$7.50 NOW \$3.75**

**The Friends of the Library are (still) fundraising with See's Candies!**

See's Candies Santa's Glee Box and Mini Holy Assortment are now half off—only \$3.75 per box! Available in the Friends Bookstore when bookstore is open. Limited quantities. Cash only please.

**The Friends of the Library** continued to sell See's candy in the bookstore as a fundraiser for the library. Post-Christmas, they had a sale on the holiday-themed small boxes of candy, offering these for half off. Additionally, in advance of Valentine's Day, they held a raffle with prizes of gift baskets with candy and romantic gifts and offered individual See's lollipops for \$1 each.



**Valentine's Day Raffle**

**Raffle tickets \$1 each**

WITH A GIFT BASKET FILLED WITH SEE'S CANDY AND VALENTINE'S DAY GIFTS! DRAWING WILL TAKE PLACE ON FEBRUARY 8. THREE CHANCES TO WIN!

*Purchase tickets in the Friends Bookstore*

After four months of sales in the \$500s, the Friends Bookstore did spectacularly last month, earning \$1,068.70 in January 2018! This is the first time that the bookstore has gone over \$1,000 in sales in a month (excluding special sales such as buck-a-bag, Foundation donations or library discards)! It looks like that major donation of DVDs helped drive the increase, as there were hefty sales in that category. Congratulations to the Friends and thank you to the bookstore volunteers!



### Administration Staffing

**Administrative Secretary Gwen Kishida** designed tickets and table numbers for the Library Foundation High Tea event as well as flyers for the Friends Bookstore candy sale and Valentine's Day raffle.

## **2017 – 2018 ADMINISTRATION GOALS AND OBJECTIVES**

### **GOALS AND OBJECTIVES**

1. Design a strategic marketing and outreach plan with efforts such as printing, advertising, or promotional items for library publications with a new recognizable logo.
2. Create excellent directional aids so that information and services can be found efficiently throughout the library.
3. Conduct assessment of customer services on a quarterly basis and compare results against established baseline and benchmarks.
4. Further integrate the library services into the local school and business communities by participating in local fairs and public events.

### **PROGRESS**

Staff has discussed branding and is implementing consistency in library name font style and other promotional efforts. With improvements to the library website, event flyers are featured more prominently on the library homepage.

The library has discussed the need for additional specific signage for Passport Services and other revamped areas.

The library's management team has met to discuss the parameters of the assessment and determine the format and content of a survey to be presented to patrons on-site and on the website.

Staff participated in the City's Geranium Festival on October 14 and the Lunar New Year Festival on February 3 and 4. Staff continue to make school visits on a regular basis.



## ADULT / REFERENCE SERVICES



### Chinese Exclusion Act History Program

The Chinese American Citizens Alliance - Greater San Gabriel Valley Lodge presented a history program on the Chinese Exclusion Act in partnership with the library on Sunday, January 28 at 2 pm in the Friends Room. Charles Mau, President of the C.A.C.A. - Greater San Gabriel Valley Lodge, presented a Power Point on the history of the C.A.C.A. Peter Chan, Mayor Pro Tem, presented a Power Point on the 135 year history of the Chinese Exclusion Act with a timeline of events that included why it was repealed and how it is relevant to today's immigration debates. Special guest Baldwin Chiu talked about the affect of the Chinese Exclusion Act on Chinese American families. Following the presentations, guest speakers engaged the audience of 70 people in a dynamic question and answer session.



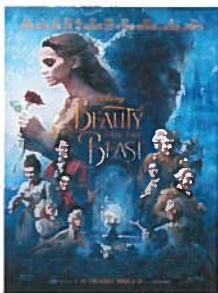
### Free Legal Assistance Clinics

Two free legal assistance clinics were offered this month. The Asian Pacific American Bar Association presented a clinic on Tuesday, January 9 from 6-8 pm in the Friends Room with 44 people participating in the clinic including several volunteer attorneys and assistants. The Law Offices of James P. Segall-Gutierrez presented a clinic on Tuesday, January 30 from 6-8 pm in the Friends Room with one attorney assisting 12 people with legal questions.



### Computer Classes

Staff taught three classes on computer literacy skills to adult learners in January. Evening and morning classes on Beginning Computer in English were offered to adult students wanting to learn computer basics skills with mouse, keyboard, and internet searching. The Open Computer Lab assisted adult students with Microsoft Word, Excel and other classes. A total of 112 adult students attended the classes in January.

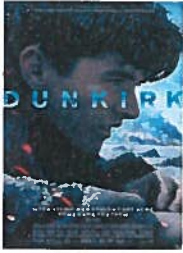


### Monthly Film Program

Reference Librarian Maggie Wang screened *Beauty and the Beast* at the monthly film program on Wednesday, January 17 at 2 pm in the Friends Room. The audience of 31 people enjoyed viewing the 2017 Disney musical/romance/fantasy film starring Emma Watson and Dan Stevens.



## YA SERVICES



### Mid Week Movies

The acclaimed film *Dunkirk*, directed by Christopher Nolan, was screened Wednesday, January 2 at 3 pm to an audience of 22 people. The World War II film of survival and resistance has received eight 2018 Academy Award nominations including Best Director and Best Picture.



### Junior Friends Meetings

The Junior Friends welcomed the new year with two meetings on January 8 and January 22 with a total of 36 teens attending the meetings. Topics discussed at the meetings included volunteer staffing at this year's Lunar New Year Festival and scheduling this semester's volunteer shifts.



### Junior Friends' January Sponsored Program

Teens created party favors for Chinese New Year at the Junior Friends sponsored program on January 9 at 3 pm in the Friends Room. The craft program attended by 18 teens was planned and presented by Junior Friends members Elaine and Jasmine.



### 8v8

The 8 v 8 gaming tournament was held on January 17 at 3 pm in the Computer Lab with 7 teens in attendance. This program is designed to attract male teens to the library.



### Game Day

Teens enjoyed Game Day on January 31 at 3 pm in the Friends Room. Game Day is presented on the fifth Wednesday of a month. The fun program had 29 teens playing board and card games.



### Exploring Art: Your Story Art Exhibit

Art work from the October Teen Read Week art contest was displayed with other teen art on the East wall of the Teen Room in January. High school student Tiana Ha set up the art exhibit as part of her ongoing project to earn a Gold Award from the Girl Scouts. The Gold Award is the highest achievement within the Girl Scouts earned by Senior and Ambassador Girl Scouts. Tiana organized art workshops for teens from September -November 2017 at the library with art instructors from Rainbow Art. Winning artists included Lauren Chin, 11<sup>th</sup> grade, Mark Keppel High School and Meilynn Vasquez, 8<sup>th</sup> grade, Macy Intermediate School. Winners were selected by art instructors from Rainbow Art with the Friends of the Library sponsoring the prizes.



## 2017 - 2018 ADULT / REFERENCE / YA GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Develop new programming with films and guest speakers that promotes conversations with library audiences about the issues of immigration with people's stories about coming to California.	The C.A.C.A Greater San Gabriel Valley Lodge sponsored a dynamic history program on the Chinese Exclusion Act on January 28 at 2 pm in the Friends Room. The program included a power point presentation and engaged the audience of 70 people in conversations about the issues of immigration and the affect of the Chinese Exclusion Act on Chinese American families.
2. Explore new ways of engaging immigrant communities in library programs and services for a grant project.	<b>Completed.</b>
3. Develop new Teen Tech Week and Teen Read Week programs to promote reading and technology with teens.	Teen Librarian Darren Braden continued program planning for Teen Tech Week (March 4 – 10, 2018).

## TECHNICAL SERVICES / AUTOMATION

**Acquisitions:** Staff created 89 order records in January and updated 1,629 records.

**ILL (Inter Library Loans):** In January the Library did not lend any books to other libraries nor borrowed any books.

**Mending and processing:** 443 items were in repair status. In January staff did not any clean CD/DVDs.

**Weeding:** 838 items were weeded from the collection.

### Grants:

**Evena Shu, Technical Services Senior Librarian,** worked with **Children's staff** and **Darren Braden, Teen Librarian,** on purchasing the robots for the Edison grant *Building 21<sup>st</sup> Robotics Skills for Tweens and Teens*.

Evena worked with Dell sales representative to plan for the purchase of 20 Dell Laptops, 20 Microsoft Office, Symantec Antivirus licenses and 20 Faronics licenses for the *Libraries Illuminated* grant.

### Technical Services Staffing

Evena worked with Comprise Tech Support to replace the coin box next to the printer release station. The coin box has been running smoothly since then.

Evena made a list of Axis 360 eBooks inventory. She sent the list to Overdrive. It is our hope that Overdrive can get publishers' permission to salvage to the list to Overdrive collection.

**Rudy Jimenez,** the new Technical Services part-time Library Page, was trained on processing and mending library materials.

## 2017 – 2018 TECHNICAL SERVICES GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Acquire ten Chromebooks to supplement existing computers and provide alternatives that offer mobility and versatility to support increased computer usage in the library.	<b>Completed.</b> The library purchased ten Chromebooks, a wireless printer and a charging station using the Southern California's grant <i>Building 21<sup>st</sup> Century Skills for Tweens and Teens</i> .

2. Elicit free online links and catalog records for government documents such as the census and congressional documents to allow 24/7 access by the public by participating in the Federal Depository Library Program's Cataloging Record Distribution Program.

**Completed.** Staff filled in the profile for getting the free online links and catalog records for government documents through the Federal Depository Library Program's Cataloging Record Distribution Program.

3. Further participate in the City's Website Committee to redesign and revamp the Library's Webpage to improve accessibility and boost interest.

**Completed.** Technical Services Senior Librarian Evena Shu attended the City's Website Committee on July 25. The Committee plans to invite representatives from each department who will be involved in setting the City's Website policy. The Library's Website Committee which includes representatives from different divisions revamped the library webpage in September 2017.

## CIRCULATION SERVICES



The closure of the library due to the New Year's holiday on December 29 – January 1, 2018 resulted in 899 library materials checked back in from the book return. Due to schools being closed, the library returns and usage were lower.

On Monday, January 8, LAMP opened registration for classes. Due to the requirement that every student have a Monterey Park Library card 25 students were registered for library cards that morning. Many students previously learned of the requirement and had received a library card prior to registration.



Circulation is sad to report that Dorothy Inouye, a part-time Library Page and an employee of over 21 years, has retired. Her last day was January 9 and she will be missed by all staff. She had an amazing work ethic and was a true asset to the division and library.

The library was closed January 13 – 15 for the Martin Luther King Jr. holiday. Library materials returned in the book return totaled 827. Circulation staff remained busy throughout the day with total transactions of 3,245.

Patrons who have not used their library card in over seven years were removed from our ILS to clear slots for new patrons. 5,858 patrons were removed. Additionally because the City cannot collect on charges more than seven years old, \$12,503.89 in fines was also deleted from our ILS system.

The library celebrated National Polka Dot Day on January 22 by having staff rock the dots in various attire that day!

### **Circulation Staffing**

Circulation staff will be understaffed for a few weeks due to illness of staff and members of staff family. Part-time Library Clerk Lauren Frazier is working toward her MLIS and has been accepted into a librarian internship program for a semester for the County of Los Angeles. This will also affect the Circulation schedule somewhat although she will continue to work at this library during her internship.

## 2017 – 2018 CIRCULATION GOALS AND OBJECTIVES

### GOALS AND OBJECTIVES

1. Investigate new 21<sup>st</sup> century technology in patron self checkout using the convenience of a mobile app on the patron's personal device to expedite customer service.
2. Recruit and retain Circulation volunteers to assist in making available returned library materials quickly accessible for the public, fulfilling patron needs.

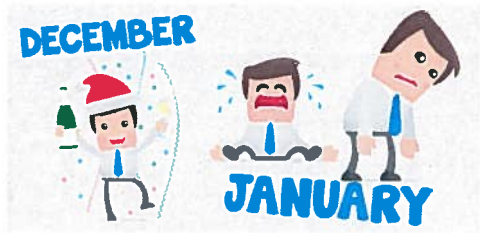
### PROGRESS

**Completed.** The meeScan mobile app is now available and will allow a patron to select a book from the shelf and use their personal device to check the item out which sends the information to the library's computer system. The patron desensitizes the item near the Circulation desk and takes the item home. Testing has been completed, the desensitizer is available and staff trained to assist patrons.

**Ongoing.** We continue to work with our volunteer coordinator to match our needs with available volunteers. Volunteers are an essential part of Circulation. We depend on reliable volunteers for assistance with returning library materials which allows library clerks to offer superior customer service to our patrons.



## LAMP LITERACY / CITIZENSHIP



It was a busy start to the beginning of the year for the LAMP program. Aside from all classes resuming from winter break, there were several reports and grant deliverables due at the end of the month that kept staff busy all month long. And if that weren't enough, staff also had our busiest January for passports to date!

### ESL and Citizenship Classes

Registration for the Spring semester of ESL opened up on January 8. There was a steady flow of patrons registering for classes throughout the day but, surprisingly, not as many as previous times. LAMP had a lot of returning students from the previous semester who had pre-registered, and the rainy weather may have discouraged some from coming on that day. All in all, most of the classes were full by the end of the week.

April Forrest, who taught the Beginning Low class last semester, did not return to teach this semester due to a schedule conflict. Fortunately, Sam Fechenbach, who teaches Beginning High and Advanced agreed to substitute for the Beginning Low class until another instructor can be found. Citizenship Coach Lisa Duong also agreed to teach a Beginning Literacy class on Friday mornings from 10 a.m. to 12 p.m. This brings LAMP's ESL classes total back to eight.



### Passports

All LAMP staff completed the yearly recertification training for passport agents required by the Department of State. In doing so, the LAMP office will be able to continue to accept passport applications in 2018. Staff also noticed a surge in appointments this month: a 68% increase over the previous month and a 30% increase over the same

time last year. That is a good start to the year and LAMP can expect the same trend over the next few months as many will apply ahead of the summer travel season and before execution fees increase in April.



### New Citizens- January

Nuowei Fu  
Yiming Jiang  
Suling Ding

Sheng Yang  
Wen Jiang  
Bitao Liang



## LAMP Statistics for January 2017

Programs	86	
Program Attendance	824	
Students Served this month	304	
Student hours	1355	
Total Students	YTD 618	Projected 1,650
Total Hours	YTD 13533	Projected 29,000
Passports	128	YTD 681
Passport Revenue	\$3830	YTD \$19,580

## ESL and Citizenship Preparation Classes

Citizenship Preparation	Mondays	6:00 – 8:00 p.m.	Lilian Kawaratani
Citizenship Preparation	Wednesdays	10:00 a.m. – 12:00	Anabelle Chu
Citizenship Preparation	Sundays	p.m.	Lee Zambrana
Citizenship Support	Wednesdays	1:00 – 3:00 p.m. 12:00 – 1:00 p.m.	Betty Li
ESL Beginning Literacy	Sundays	3:00 - 4:30 p.m.	Esther Park
ESL Beginning Literacy	Fridays	10:00 a.m. – 12:00	Lisa Duong
ESL Beginning Low	Mondays	p.m.	Sam Fechenbach
ESL Beginning High	Mon/Wed	6:00 – 7:30 p.m.	Sam Fechenbach
ESL Intermediate Low	Tue/Wed/Thurs	12:00- 2:00 p.m.	Nancy Gilmore
ESL Intermediate High	Mon/Tue/Wed	1:00-3:00 p.m.	Richard Hollingsworth
ESL Advanced	Tuesdays	3:00 – 5:00 p.m.	Sam Fechenbach
ESL Conversation	Sundays	7:00 – 8:30 p.m. 1:00 – 3:00 p.m.	Daisy Liu

## LAMP Staffing

**Jose Garcia, Acting Literacy Administrator**, completed all the Update Records for all students in the ESL and Citizenship Program in preparation for the 2<sup>nd</sup> Quarter Data submission at the end of the month. In addition to the data submission, Jose also had to complete the yearly Technology Plan and the Grant Budget for the WIOA grant and submitted recertification documentation to the Department of State in order to continue to accept passport applications in 2018. All of these reports had a deadline of January 31.

**Angelica Marquez, Part Time Library Clerk**, completed the Passport Acceptance Agent Training for Existing Agents Recertification this month. Additionally, she helped Jose double-check all the Update and Post-Tests for accuracy before scanning and submitting to the Department of Education.

Angelica continued to train library page Rudy Jimenez and a new staff member, Kieu Truong, on general office procedures.

**Hannah Chin, Part Time Library Clerk,** completed the Passport Acceptance Agent Training for Existing Agents Recertification. On Monday evening she continued to assist in accepting passport applications. Additionally, Hannah made phone calls to students regarding absences and to add students from the waiting lists.

**Jay Delgado, Part Time Library Clerk,** completed the Passport Acceptance Agent Training for Existing Agents Recertification. Jay's primary tasks are accepting passports so it was important that he complete this training in order to continue to do so. During down time, Jay assisted Jose in preparing Test Records for the 2<sup>nd</sup> Quarter Data submission.

**Gloria Nguyen, Part Time Library Clerk,** also, completed the Passport Acceptance Agent Training for Existing Agents Recertification. Although Gloria does not normally accept passport applications, it was important that she complete the training in order to provide adequate information to patrons when booking appointments. Additionally, she continued to prepare students for their Naturalization exam and helped six more students become citizens this month.

**Rudy Jimenez, Part Time Library Page,** continues to split his time between Technical Services and LAMP. This month Rudy received training on creating student files and photocopying in the LAMP office.

**Kieu Truong, Part Time Library Page,** began working in the LAMP department on January 27. Kieu will only work on Saturdays and Sundays as she has another full-time job during the week. She will be a big help in the LAMP office as she can speak Vietnamese, Cantonese, Mandarin and English.

## **2017 – 2018 LAMP GOALS AND OBJECTIVES**

<b>GOALS/OBJECTIVES</b>	<b>PROGRESS</b>
1. Develop a distance learning program that offers Citizenship Preparation to the community's Spanish speaking adult residents unable to attend onsite Citizenship classes.	Staff has begun researching content for citizenship preparation that can be loaded onto iPads for circulation.
2. Restructure initial assessment of adult learners to better assist the tutors in developing their curriculum around the needs and goals of the student.	Staff is researching what other Library Literacy Programs are currently using to assess their learners.

3. Boost passport application intake by increasing service hours and extending to include passport services during special events.

LAMP has scheduled to increase passport acceptance hours during peak months to include Sundays from 1-4 p.m. Also, another passport event is scheduled to be offered during the City's Cherry Blossom Festival on April 21 and 22.

## CHILDREN'S SERVICES

In January 2018 Children's staff presented **43 public programs and storytimes** to **1,456 parents and children**. Staff also hosted **one field trip** to the library and a **school visit** which served a total of **157 teachers, parents and children**, bringing **total programming attendance to 1,613** for the month of January. Staff answered **679 reference questions** in person and over the phone.

Type	QTY	QTY		% Change vs.	
Month	January 2018	December 2017	January 2017	December 2017	January 2017
Program Attendance	1456	1242	919	+17%	+58%
Outreach Attendance	157	70	79	+124%	+99%
Reference Questions	679	475	656	+43%	+4%

### Programming

#### Homework Help

Children's Department volunteers held **11 sessions of Homework Help** and assisted **30 children with 156 questions** over the course of the month.

#### Little Explorers

On Thursday, January 4, a total of 60 children and caregivers made their way through kid-sized obstacle courses during our Little Explorers program. Two obstacle courses were constructed- one for walkers and one for crawlers- and kids took the opportunity to explore both. They hopped across river stones, balanced on beams, and crawled through tunnels and forts with the help and encouragement of their caregivers.



### Afterschool Art

On Thursday, January 11, 14 children and 9 parents got creative in Afterschool Art. Children were provided black paper, white paint, and a variety of household items, including forks, pompoms, foil, sponges, yarn, and bubble wrap. The contrasting white paint and black paper allowed the kids to focus on highlighting the different textures and designs that could be created with the provided items. Some kids ended up with more paint on themselves than the paper, but everyone enjoyed swapping paintbrushes for household items.



### Tween Program

Tweens learned how to create circuits and code in January's Tween program. Participants and their caregivers used the Makey Makey systems to create two different types of game controllers and to play a piano. The program encouraged turn taking, experimenting, following directions, and problem solving as children learned about electrical circuits.



### Class Visits, Outreach and Field Trips

This month Children's Services served a **total of 157 children and adults** during **one field trip** to the library and **one class visit**.

Children's Senior Librarian Diana Garcia visited Bella Vista Elementary School on January 16 where she read to five classes of students in transitional kindergarten through third grade.

Katie MacDonald's Montebello Adult Education Parent/Child Class visited the library together on January 24 for storytime and group play. There were several new families in Mrs. MacDonald's class who were visiting the library for the first time.

### **1,000 Books Before Kindergarten**

Children read 1,700 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. Fourteen new children signed up for the program this month, 17 children read at least 100 books, and two children completed 1,000 books.

In all, families have read 114,200 books since the inception of the program in 2014.

### **Literacy Extension Corner**

The Literacy Extension space features a new self-directed learning activity every month which is tied to literacy and children's literature and allows children visiting the library to participate in a library program, at any time of day, regardless of whether a program is being held then.

In January 102 children participated in the literacy extension program, which encouraged them to put on their thinking caps and get creative. Tangram-like blocks were set out along with cards depicting different patterns that could be made using the blocks. Staff also encouraged kids to come up with their own designs and even parents participated in the activity.

**A total of 102 children participated in the Literacy Extension during the month of January.**

### **Collection**

Staff continued work this month on a project to add genre labels to all books in the Children's Fiction section in an effort to improve accessibility for young patrons. Staff identified thirteen common genres; purchased labels; and began the intensive work of evaluating each book individually, determining the genre it best fit into and applying labels.

In January staff added two more genre categories - Super Heroes and Mythology - to encompass the entirety of the collection and created custom labels for those genres. As of the end of January staff has completed over three-quarters of the collection and hopes to have the project completed by late February or early March.

### **Circulation Statistics**

In January 79% of the library's total circulated items were Children's materials. A total of 14,791 children's items were checked out during this month.

CHILDREN'S CIRCULATION STATISTICS		
	January 18	
LOCATION	% of TOTAL CIRC	QTY
Children's Board	6.2%	1130
Children's Books on CD	0.0%	0
Children's CD	0.2%	34
CDVD	0.4%	67
CDVDF	0.2%	30
Children's Easy Fiction	11.5%	2093
Children's Easy Non-Fiction	4.6%	835
Children's Fiction	27.4%	4977
Children's Graphic Novels	4.9%	890
Children's International	3.6%	646
Children's Non-Fiction	8.1%	1474
Children's Paperbacks	11.5%	2098
Children's Periodical	0.0%	3
Children's Recordings	0.3%	59
Children's Audio Books	0.1%	11
Chinese Learning Collection	0.0%	7
Tumblebooks		437
Total	79.0%	14,791

## 2017-18 CHILDREN'S GOALS AND OBJECTIVES

### GOALS/OBJECTIVES

1. Add monthly puppet show program to expand literacy enrichment activities for children and caregivers.
2. Provide library outreach to classrooms and host field trips to the library for schools and child care centers.

### PROGRESS

Children's Services has put puppet shows on hold until a new part-time Children's Librarian is hired.

**Ongoing.** In January Children's staff hosted field trips to the library by Montebello Adult School and visited five classes at Bella Vista Elementary, serving a total of 157 children, teachers and caregivers.



# Monterey Park Bruggemeyer Library Statistics Summary 2017-18

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
<b>NEW PATRONS</b>													
Total New Patrons Registered	285	379	281	291	237	147	270						
<b>CIRCULATION</b>													
Total Public Service Hours	183	201	166	193	164	150	177						
Library Visits	28,033	31,319	25,198	30,104	23,398	19,794	22,481						
Total Circulation	18,843	19,429	17,670	19,717	17,060	14,005	18,195						
<b>PREVIOUS YEAR CIRCULATION</b>													
Library Visits	25,973	29,889	28,528	30,589	23,953	21,489	23,808						
Total Circulations	18,021	18,735	17,656	21,920	17,742	15,782	17,508						
<b>CIRCULATION MATERIALS</b>													
Circulation of Children's Materials	12,574	14,092	13,561	15,221									
Circulation of Adults Materials	5,447	5,374	4,109	4,468	3,859	3,470	3,787						
Circulation of ebooks													
<b>Adult/YA</b>													
Adult Reference Questions	583	735	608	614	536	409	591						
Number of Technology Reference Questions	449	685	541	1,053	639	439	484						
Number of Completed Technology Reference Transactions	449	685	541	1,053	639	439	484						
Adult Programs - Number	18	28	16	25	16	6	18						
Adult Programs - Attendance	407	543	357	790	175	97	262						
Adult Friends Sp. Program - Attendance	182	157	22	365	22	27	70						
Young Adult Program Number	6	5	8	3	6	5	7						
Young Adult Programs Attendance	168	162	308	56	98	87	136						
Young Adult Friends Sp. Programs - Number	0	0	0	0	0	0	0						
YA Friends SP Program- Attendance	0	0	0	0	0	0	0						
Adult Friends Sp. Programs - Num	6	4	1	5	1	1	1						



<b>LAMP</b>											
LAMP Reference Questions											
LAMP/Citizenship Programs- Number											
Adult Literacy Program Attendance	58	871	519	635	505	566	845				
LAMP Preschool - Number	417	1259	1557	1691	1429	704	824				
LAMP Preschool - Attendance	0	0	0	2	0	0	0				
LAMP Preschool - Attendance	0	0	0	53	0	0	0				
LAMP School Age - Number	16	0	0	2	4	0	0				
LAMP School Age - Attendance	78	0	0	18	29	0	0				
Passport Services	104	105	70	105	93	76	128				
<b>CHILDREN</b>											
Children's Reference Questions	644	734	827	945	642	475	679				
Children's Outreach	287	27	52	210	224	70	157				
Children's Program Number	50	38	44	48	45	26	45				
Children's Program Attendance	2,935	1884	1931	2009	1635	1312	1613				
Pre-School Programs- Number	9	15	15	16	20	10	16				
Pre-School Programs- Attendance	762	1011	893	799	902	554	782				
School Age Programs - Number	41	23	29	32	25	16	27				
School Age Programs - Attendance		873	1038	1210	733	758	831				
Children's Program Friends Sp. -Number	2	0	0	0	0	1	0				
Children's Program Friends Sp. - Attendance	270	0	0	0	0	258	0				
<b>INTERLIBRARY LOANS</b>											
ILL loans to other	1	1	1	1	0	0	0				
ILL loans received	1	1	0	0	0	0	0				
<b>COLLECTION TOTALS</b>											
Adult volume added	254	362	174	401	222	117	201				
Children's volume added	97	335	404	236	130	110	225				
Items Deleted	647	1,730	474	517	418	370	838				
Total Vols in Collection	153,926	152,894	153045	153156	153092	153028	152600				

**CIRCULATION STATISTICS****ITEMS****PERSONS****HOURS****ATTENDANCE**

22,481

**HOURS OPEN**

177

**CHECK-OUT AND RENEWAL**

18,195

**CHECK-IN**

14,279

**PATRON REQUESTED HOLDS**

88

**FILLED HOLDS**

72

Monterey Park

58

Alhambra

2

Los Angeles County

11

Rosemead 8

Montebello 2

Monrovia

1

**Total**

72

**MEESCAN** Total number of sessions

6

**USAGE** Items checked out

17

**SELF-CHECKOUT MACHINE USAGE****Patrons by Day of the Week****DAY****OK****REFUSED**

SUN

90

16

MON

44

4

TUE

126

3

WED

65

2

THU

47

6

FRI

8

2

SAT

15

9

**TOTAL****395****42****437 Patrons**

Dec 2017 total

322

40

362

**Items By Day of the Week****DAY****REFUSED****ISSUED****RENEWED**

SUN

5

377

3

MON

1

153

1

TUE

10

427

7

WED

2

207

4

THU

2

147

11

FRI

1

18

0

SAT

0

66

0

**TOTAL****21****1,395****26 1,442 items**

Dec 2017 total

34

1,135

17 1,186

# LAMP MONTHLY STATISTICAL REPORT

January 2017

A. TUTORS	ACTIVE FROM LAST MONTH		NEW	DROPPED	ACTIVE AT END OF MONTH		TOTAL YTD*		PROJECTED TOTAL 2017 - 2018	
	#	HOURS			#	HOURS	#	HOURS	#	HOURS
ESL	6	45	1	1	6	43	9	435	10	1200
CITIZENSHIP	7	49	0	0	7	51	7	358	40	1000
BASIC	16	64	0	0	16	61	19	460	40	1200
FFL	0	0	0	0	0	0	0	0	0	0
ELLI	0	0	0	0	0	0	4	143	10	900
TOTAL	29	158	1	1	29	155	39	1396	100	4300

B. LEARNERS	ACTIVE FROM LAST MONTH		NEW	DROPPED	ACTIVE AT END OF MONTH		TOTAL YTD*		PROJECTED TOTAL 2017 - 2018	
	# of students	# of hrs			# of active students	# of hrs	# of students	# of hrs	# of students	# of hrs
ESL	140	753	52	15	177	838	303	8627	650	19000
CITIZENSHIP	104	262	7	13	98	456	212	4170	500	7500
BASIC (1-to-1)	20	64	0	1	19	61	26	460	50	1000
DIST. LEARNING	0	0	0	0	0	0	2	30	120	
FFL - Adults	0	0	0	0	0	0	12	12	50	50
FFL - Children	0	0	0	0	0	0	41	41	50	50
ELLI	10	0	0	0	10	0	22	193	80	1400
TOTAL	274	1079	59	29	304	1355	618	13533	1500	29000

\* Total from previous month + new tutor/students

C. TRAINING WORKSHOPS				
	Last Month	This Month	YTD	Projected 2017-2018
Workshops Held	0	0	4	10
# of Tutors Trained	0	0	16	75

D. STUDENTS WAITING	
ESL & citizenship classes	34
One-to-one	49
Referred to other institutions	2

E. OFFICE VOLUNTEERS	
# OF VOLUNTEERS	2
HOURS	12

US CITIZENS	New	YTD
Passed	6	45

Passports	New	YTD
Executed	128	681

Reference Qs	New	YTD
ESL	296	1393
Citizenship	170	919
Passports	379	1629

# MONTEREY PARK BRUGGEMEYER MEMORIAL LIBRARY

## TECHNICAL SERVICES/AUTOMATION STATISTICAL REPORT

January 2017

Submitted by Evena Shu, Technical Services Senior Librarian

January 1st, 2018	Cumulated Total	Cumulated Deleted	Added January 2018	Deleted January 2018	Gain/Loss January 2018	Changes January 2018
Items records	152,600	238,428	410	838	-428	
Bib records	133,450	184,633	624	599	25	1,629
Authority records	109,672	74,847	720	190	530	
Order records	15,821	68,086	411	0	411	
December 1st, 2017	Cumulated Total	Cumulated Deleted	Added December 2017	Deleted December 2017	Gain/Loss December 2017	Changes December 2017
Item records	153,028	237,590	306	370	-64	
Bib records	133,425	184,034	3,873	243	3,630	3,993
Authority records	109,142	74,657	653	285	368	
Order records	15,410	68,086	89	0	89	